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NOV 5 1954

MEMORANDUM FOR: General Counsel
Director of Security
Auditor-in-Chief
Comptroller
Chief, Logistics Office
Chief, Medical Staff
Chief, Project Administrative Planning Staff
Chief, Management Staff

SUBJECT : Letter Efficiency Reports

REFERENCE : Memorandum from Assistant Director for Personnel
to Deputy Director (Administration), dated 27 October
1954 in re: "Letter Efficiency Reports"

1. The referenced memorandum, a copy of which is attached, has been received in this office as an adjunct of a recent staff study by the Assistant Director for Personnel regarding the morale of military personnel.

2. Colonel White has asked that it be brought to your attention for information and guidance in the execution of letter efficiency reports for any of the subject military personnel who may fall within your jurisdiction, either now or in the future.

STATINTL

Special Assistant to the
Deputy Director (Administration)

SA-DD/A:JAC:dlc (5 Nov 54)

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